

VACANCY NOTICE

#11-06 N

CS-376
REV(9/93)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

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| Description of Position | TITLE OF POSITION: COORDINATOR OF EMPLOYMENT & TRAINING PROGRAMS A091506 | |
| | SALARY RANGE: (131A) \$51828-\$58682 | CLASSIFICATION CODE: 02588700 |
| | Labor & Training Workforce Development | REFERENCE POSITION NO.: 168050101-3664 |
| | Department or Agency Name Division/Section/Unit | APPLICATION PERIOD: 11-08-06 thru 11-15-06 |
| | Assignment(s) / Comments | |
| General Information to Candidate | Shift and Days: Mon-Fri 8:30am-4:00pm Non-Standard | |
| | Restrictions/Limitations: | |
| | Position Covered By Collective Bargaining Union Agreement Yes No <input checked="" type="checkbox"/> X | |
| | Name of Bargaining Unit Union: | |
| | There is <input type="checkbox"/> is not <input checked="" type="checkbox"/> a Civil Service List for this position See A/B or Both for Specific Instructions | |
| Statement of Duties | INSTRUCTIONS: | |
| | A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either on the application or within a cover letter, both the File Position Title and Number. | |
| | Most Important - Please include the following information: | |
| | <ul style="list-style-type: none"> The title of the position for which you are applying Title of your present position and date you entered it Date you entered State service Name of department where you are currently employed Your business telephone number Present Union Affiliations | |
| | *** In certain agencies, bargaining union applicants will receive preferential consideration according to contract. | |
| Minimum Education & Experience | B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT: | |
| | If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application. | |
| | C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS | |
| | <ul style="list-style-type: none"> Reasonable Accommodations: If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position. Medical Information: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA). | |
| | DUTIES / RESPONSIBILITIES: | |
| Where to Apply | SEE ATTACHED DUTIES AND RESPONSIBILITIES | |
| | EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS: EDUCATION: Such as may have been gained through: graduation from a college of recognized standing with specialization in business or public or personnel administration and EXPERIENCE: Such as may have been gained through: considerable employment in a position responsible for providing a variety of employment services and special programs to develop employment opportunities for special needs groups. OR, any combination of education and experience that shall be substantially equivalent to the above education and experience. | |
| <p>Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to:</p> <div style="display: flex; justify-content: space-between;"> <div> <p>General Government Service Center Department of Labor & Training Office of Human Resources, Bldg. #72-1 1511 Pontiac Avenue Cranston, RI 02920</p> </div> <div> <p>Telephone #: 462-8840 TDD #: 462-8006 (Telecommunication Device for the Deaf) Fax#: 462-8849</p> </div> </div> | | |



STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY EMPLOYER

**COORDINATOR OF EMPLOYMENT & TRAINING PROGRAMS
WORKFORCE DEVELOPMENT SERVICES DIVISION (VACANCY #11-06N)**

Will be assigned to the Disability Program Navigator Initiative (DPN), funded by a cooperative agreement with the US Dept. of Labor's Employment & Training Administration, to increase employment and self-sufficiency for individuals with disabilities by enhancing the linkages between employers, state workforce investment boards through the One-Stop Career Center System. Will coordinate this statewide initiative to ensure netWORKri staff have the skills and knowledge to help people with disabilities, both adults and youth, navigate through programs and services in order to return to work.

Will have a broad level of responsibility and focus on statewide system analysis, planning and coordination with state agencies, state and local boards, community based organizations, community rehabilitation programs and employers to identify and address the issues and policies that impact people with disabilities returning to work. Will develop linkages and collaborate with these organizations, boards and netWORKri to promote the hiring and retention of people with disabilities. Will be a resource for the One-Stop Career Center System, netWORKri, on Social Security Work Incentives and other employment support programs, including Ticket to Work and serve as a liaison to the Benefits Planning, Assistance and Outreach Organizations and Vocational Rehabilitation. Will also be a resource for people with disabilities, community rehabilitation organizations and employers on workforce development programs and policies. Will identify and develop a plan for staff training needs in relation to disability and accessibility issues. Will prepare federal reports as required by the DPN Cooperative Agreement, and create ad hoc reports to evaluate the effectiveness of programs and partnerships in connecting people with disabilities to employment. Will develop timelines and strategies to meet grant objectives and monitor progress and outcomes.

Must be familiar with a broad range of federal, state, local and private work incentives and other employment support programs and services including Social Security Administration Work Incentives, Ticket to Work Incentives Improvement Act, various titles of the Social Security Act that impact work for people with disabilities. Must have the ability to quickly learn and communicate information on a broad range of federal, state, local and private work incentives and other employment support programs and services including Social Security Administration Work Incentives, Ticket to Work Incentives Improvement Act, various titles of the Social Security Act that impact work for people with disabilities, Workforce Investment Act, Americans with Disabilities Act. Must have excellent communication skills, both verbal and written. Must have public speaking ability. Must be able to work independently and as part of a team. Must have the ability and initiative to implement a project from beginning through to completion. Must have the ability to work, collaborate and foster partnerships among organizations and people with varying levels of responsibility, from service delivery to policy makers, within the workforce development system.